

February 9, 2006

TO: 2004 OTH Telecommunications Annual Report Preparers

FROM: Christopher Larson, Public Utility Auditor - Principal  
Telecommunications Division  
Public Service Commission of Wisconsin

SUBJECT: Filing of the 2005 Public Service Commission of Wisconsin Annual  
Report for Alternative Telecommunications Utility-Other  
Telecommunications Providers (OTH)

The 2005 annual report software program for OTH providers (also known as Competitive Local Exchange Carriers, or CLECs) is now available and must be used for filing of the 2005 OTH annual report with the Public Service Commission of Wisconsin (Commission). The due date for filing this report is **April 3, 2006**.

A provider risks losing its Wisconsin intrastate certification if the 2005 OTH annual report is not filed with the Commission in a timely manner. In addition, a 2005 annual report filed subsequent to April 3, 2006, may subject a provider to penalties, forfeitures, or other actions. Incomplete annual reports (i.e., reports missing substantive financial and/or statistical information) may be considered not to be in compliance with this filing requirement.

To download the 2005 annual report file(s) and associated installation instructions, browse to the Commission's Web page at <http://psc.wi.gov>, then click on the Annual Reports button on the left side of the page. Click on Telecommunications (2005) under Annual Reports Programs, and then Competitive Local Exchange Carriers with 2005 activity.

Please note the following concerning the 2005 OTH annual report:

**Assessable Revenues**

Please pay particular attention to reporting assessable revenues correctly on page 20. The Commission relies on this information to compute and bill assessments for remainder, telephone relay, and Universal Service Fund programs. Requests for adjustments and refunds of assessments may involve a hearing, and objections received after the statutory appeal period **MAY BE DENIED**.

**Report in Thousands**

All dollar amounts should be reported to the nearest thousand dollars (in 000's). (Example: \$130,400 should be reported as \$130.) Amounts less than \$500 should be reported as \$0.

**Instructions and Help on Web**

Read and follow the Installation Instructions on the Commission's Web page. (This will require uninstalling program version 4.00.) System Requirements, as well as Schedule and Topic Help files, are also posted on the Commission's Web page.

**Changes from Last Year**

Page 20 (Assessable Revenues) has been modified to transfer additional information from the Operating Revenues schedule (page 14), and to require explanations of significant changes from the previous year.

On page 16, the line for total access lines has been eliminated. The program allows residential and business access lines to be reported confidentially. In addition, minor revisions have been made to other schedules.

**Municipal CLECs**

Municipalities authorized by the Commission as CLECs should report only the CLEC-related amounts in the OTH annual report.

**Program Lockup**

If the program locks up, shut down all other software programs, reboot your computer, and restart the annual report program prior to contacting the Helpdesk. Shutting down other software programs while the annual report software program is being used minimizes potential problems.

**Filing Procedure**

Filing via e-mail using the 2005 program's capabilities is required unless additional provisional confidential treatment is desired. If filing via e-mail, no hardcopy printouts, CDs, Confidentiality Request forms, or notarized affidavits should be filed with the Commission. If additional confidential treatment is desired, please contact Christopher Larson at (608) 267-9508 or [christopher.larson@psc.state.wi.us](mailto:christopher.larson@psc.state.wi.us), for further instructions.

**Problems with Installing the Program or Exporting to PSC**

Depending on your company's computer security policy, you may require administrative rights to install the program on your computer, or export the annual report to the PSC.

**Check Back for Updates**

If necessary, the Commission may issue a subsequent maintenance release of the annual report program. You may not receive individual notification of a maintenance release, if any, associated with this program, or of the availability of subsequent years' annual report programs. You should periodically check the Commission's Web page at <http://psc.wi.gov> for information concerning annual reports.

**Annual Report Helpdesk**

If after reading the above information, the help files included in the program, and on the web, you have problems, questions, or suggested improvements, please contact one of the following people:

**Main Contact:**

Cindy Gilles (608) 267-2893 cindy.gilles@psc.state.wi.us

**Technical Issues:**

Rita Chapman (608) 267-9536 rita.chapman@psc.state.wi.us

**Content and Accounting Issues:**

Christopher Larson (608) 267-9508 christopher.larson@psc.state.wi.us

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